

Curriculum Planner & Scheduler (4523U) - Department of  
Architecture  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256827>

Downloaded On: Jun. 27, 2025 6:44am

Posted May 12, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Curriculum Planner & Scheduler (4523U) - Department of Architecture
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services Communications/Public Relations Admissions/Student Records/Registrar
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**Job Description**

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**Curriculum Planner & Scheduler (4523U) - Department of Architecture**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

Berkeley's Department of Architecture was founded on strong principles of design, multidisciplinary collaboration and respect for experimentation. There are over 570 students, 180 of which are graduate students, over 20 full time faculty, over 30 part-time faculty, and 5 career staff.

<https://ced.berkeley.edu/arch>

This is a critical position in the department that supports multiple functions and independently performs a full range of responsibilities. Working independently under the leadership of the department manager and Chair, applies in-depth understanding of the profession to all aspects of curriculum management. Possesses broad job knowledge, analyzes problems, and presents solutions.

### Application Review Date

The First Review Date for this job is: May 20, 2025 - Open Until Filled

### Responsibilities

#### 40% Scheduling and Course Support:

Working with a high degree of independence, in consultation with Chair / faculty / MSO, determines courses to be offered each term based upon department major requirements for degree programs, enrollment trends, course restrictions, and faculty availability. Examples include:

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- Scheduling undergraduate and graduate courses for fall, spring, and summer
- Mid-review and final-review scheduling
- DSP accommodations for exams
- DeCal courses
- Making adjustments to class sizes and number of discussion sections
- Devising solutions to classroom space, scheduling problems, and change requests
- Assigning courses to faculty and graduate teaching assistants
- Ensuring faculty access to SIS campus solutions, rosters, and grading
- Monitoring submission of grades and tracks incompletes
- Managing course evaluations
- Resolving CSIR error reports
- Processing Reimbursements
- Other functions related to scheduling and instructional support, as needed

**30% Enrollment:**

Working with the Chair / MSO / GSAO, manages enrollment functions, including, but not limited to:

- Setting enrollment limits
- Tracking enrollment levels
- Serving as the primary source of contact for enrollment support for instructors, students, and staff
- Monitoring waitlists
- Managing concurrent enrollment applications, taking into consideration space availability
- Managing enrollment for studio courses, including the Architecture studio lottery process

**10% Communication:**

In consultation with the Chair / MSO communicates to instructors, students, and staff. Examples include:

- Course schedules
- Enrollment deadline reminders
- Course promotions
- Course changes
- Evaluations reminders and deadlines
- Grading deadlines

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- Final reviews schedules
- Studio cleanout deadlines
- Policies and procedures reminders/updates
- Additional communication as necessary

**10% Chair / MSO / Admin Support:**

Working with a high degree of independence, in consultation with Chair / MSO, assists in administrative support for the department, including the following:

- Coordinate meetings
- Take notes and assist during faculty meetings
- Manage calendars
- Serve as initial point of contact for visitors to the department; handle queries from faculty, staff, students, and visitors
- Answer phone and email queries
- Assist in ensuring that daily operations run smoothly
- Keep inventory and works with staff to purchase office supplies for department
- Complete vendor payments, including honoraria, and prepares purchase orders
- Work with web development staff to update departmental website as needed
- Other duties as required

**5% Events:**

In collaboration with the Chair / MSO/ Special Events Coordinator / GSAOs, provides the following support:

- Manage studio space and desk layout
- Schedule mid and final reviews
- Support commencement, student orientation, new instructor orientation, and final reviews
- Supports other events as necessary

**5% Professional Development:**

- Maintain and update working knowledge of curriculum planning, scheduling and administrative support by participating in campus organizations, networking with peers, and attending required

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trainings and completing other duties as assigned.

### **Required Qualifications**

- Bachelor's degree in related area and / or equivalent experience / training.
- Proven ability in problem identification, reasoning, and analysis to identify trends.
- Strong interpersonal skills to work with and gain trust from department senior management, faculty, and students.
- Proven ability to find solutions to conflicting situations.
- Multicultural competencies; ability to work with diverse populations.
- Strong interpersonal skills to work with and gain trust from faculty, students, and staff.
- Excellent written and verbal communication skills.
- Attention to detail and ability to prioritize multiple tasks and meet competing deadlines.
- Customer service orientation and ability to be flexible and adaptable to change.
- Experience in scheduling and administration.
- Ability to learn new systems.

### **Preferred Qualifications**

- Thorough knowledge of common University-specific computer application programs.
- Proficiency with Adobe Indesign.
- Proficiency with Course Management System, Campus Solutions, and Cal Central.
- Thorough knowledge of department, organization, and University policies, procedures, and directives.
- Thorough knowledge of department and school / college general and major course and degree requirements.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the

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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$65,000 to \$78,000 (\$5,416.66 to \$6,500.00 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual

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orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

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